

**Minutes of Crosthwaite and Lyth Parish Council**  
**meeting held in the Parish Rooms, Crosthwaite on Tuesday 05 June 2018 at 7.00pm**

MEMBERS PRESENT

Cllr Robert Sykes (Chairman)      Cllr Bruce Worsley (Vice Chairman) (\*)  
Cllr Evelyn Brookes              Cllr Matthew Dobson (\*)      Cllr Martin Douglas OBE  
Cllr Roger Smith

**Invited : and attended**

Cllr Jim Bland	-	County Council Representative
Cllr John Holmes	-	District Council Representative
National Park Ranger	-	Marian Jones (Area Ranger)

**MINUTES**

**1. Apologies**

Cllr Mary Harkness

**2. Declaration of interest**

Cllr Robert Sykes Item 21

**3. Dispensations**

None

**4. Minutes of the previous meetings held on 03 and 08 May 2018**

Minutes had been circulated to councillors prior to the meeting, and it was **proposed** that they be signed as a true and accurate record of each meeting.

The Council **RESOLVED** to accept the proposal and the Chairman signed the minutes for the meetings held on 03 and 08 May 2018

**5. Chairman's Announcements**

The Chairman thanked all those involved with the litter pick held last month.

**6. Open Session**

**Marian Jones – LDNPA Ranger**

Marian outlined her role as Ranger for the Central SE area of the National Park. Part of her role is to be a first contact for Parish Councils with the LDNPA. She recommended that as many parishioners as possible fill in the Local Plan consultation questionnaire on line (found on the LDNPA web site).

**7. Reports**

a. County Councillor

Nothing to report

b. District Councillor

Report circulated

c. Clerk

Completed normal monthly duties along with the annual audit. Communications from the Recreational Field Trust (thanks for contribution), from Chief Constable (Junction A590)

The Clerk was asked to respond to the Police and referring their comments to Highways CCC, and Highways England.

d. Police, PCSO

Sent an email which was forwarded to councillors prior to the meeting. A break in at the Village Hall

## 8. Planning

### a. 7/2018/5295

Location : Barn 2, Broad Oak Farm, Crosthwaite LA8 8JL

Proposal : Conversion of a barn into two dwellings – resubmission of planning application 7/2018/5094

It was **proposed** that the Council has no objection to this application

The Council **RESOLVED** to accept the proposal that there are no objections.

## 9. Finance

### a. Cash book to year end 31 March 2018

### b. Income and Expenditure to year end 31 March 2018

### c. Bank Reconciliation at year end 31 March 2018

### d. Variances in accounts for 2017/18

It was **proposed** that the above accounts, which have been circulated to councillors prior to the meeting, are recorded as a true and accurate record of the financial year to 31 March 2018 and that they should be posted on the Community Web Site. (prop MD sec EB)

The Council **RESOLVED** to accept the proposal and for the Clerk to ask for them to be posted on the web site.

e. Bank balance to date £12,331.42 Current account

£ 470.81 Savings Account

f. Martin French (Wages) £165.80 (20 hours)

g. NPower £57.78

h. Julie Hartley £75.00 (Internal Audit)

i. Village Hall £20.00 (confirmation of payment)

j. It was **proposed** that above payments are made, and receipts recorded (prop MD sec BW)

The Council **RESOLVED** to accept the proposal

## 10. Audit Return

### a. Annual Governance and Accountability Return

(the following documents have been circulated to councillors prior to the meeting)

#### i. Internal Audit Report (Part 2 Page 4)

It was **proposed** to accept the Internal Audit Report (prop BW sec EB)

The Council **RESOLVED** to accept the proposal

#### ii. Annual Governance Statement (Part 2 Section 1 Page 5)

It was **proposed** that the Chairman and Clerk sign the above statement (prop MD sec MRD)

The Council **RESOLVED** to accept the proposal

#### iii. Accounting Statement (Part 2 Section 2 Page 6)

It was **proposed** that the Chairman and Clerk sign the above statement (prop RS sec MRD)

The Council **RESOLVED** to accept the proposal

iv. Certificate of Exemption (Part 2 Page 3)

It was **proposed** that the Certificate of Exemption is signed.

The Certificate was signed by the Chairman

### 11. Financial Review

a. Charity requirements

It was **proposed** that all charity investment interest is paid into a separate bank account from that of the day to day administration of the Parish Council

The proposal was withdrawn, and the Clerk was asked to check whether it was necessary to have a separate account for this income.

b. Bank accounts

It was **proposed** that a sum, of £6000 is transferred from the Current Account into the savings account. (prop RS sec MRD)

The Council **RESOLVED** to accept the proposal

### 12. Sale of Land at Tarnside

a. It was **proposed** that that TP1 Is signed by two Trustees in the presence of a Witness (prop MD sec BW)

The Council **RESOLVED** to accept the proposal and the Transfer was signed by Cllr Robert Sykes and Cllr Roger Smith, witnessed by the Clerk, Martin French

b. It was **proposed** that the contract is signed

The Council **agreed** that the contract is signed by the Chairman, Cllr Robert Sykes.

### 13. Financial Regulations (as circulated to councillors)

a. It was **proposed** to adopt the Financial Orders as previously circulated to councillors. The proposal was withdrawn and the clerk asked to circulate the Financial Regulations.

### 14. Standing Orders (as circulated to councillors)

a. It was **proposed** to adopt the Standing Orders, recently updated by NALC, and previously circulated to councillors. (prop MD sec MRD)

The Council **RESOLVED** to accept the proposal and adopt the Standing Orders.

### 15. Data Protection Documents as circulated to councillors)

a. It was **proposed** to adopt the policies and consent form, as agreed at the May meeting, and previously circulated to councillors. (prop MRD sec BW)

The Council **RESOLVED** to accept the proposal.

### 16. Lake District National Park Authority Local Plan Review

(Information circulated by Cllr Robert Sykes)

a. Local Occupancy Clauses

It was **proposed** that the letter, circulated by Robert Sykes is agreed, and sent to the LDNPA (prop RSm sec EB)

The Council **RESOLVED** to accept the proposal

- b. Re-use of existing buildings  
No action at this time

- c. Two site put forward for development  
It is understood that two sites have been selected for development are within the consultation for the Local Plan. It is understood that one site could be for 27 houses.

The Council feel that a development of this size would have a significant impact on the village and that the infrastructure is not in place to support it.

It was **proposed** that the Clerk draft a letter expressing the views of the Council and circulate it for comments prior to sending to the LDNPA

The Council **RESOLVED** to accept the proposal.

- d. Developer contributions  
The was no desire to express a view at this time

#### **17. Monitoring of grass verge cutting don by CCC**

The Clerk was asked to ensure this was an agenda item throughout the summer months.

#### **18. Highways meeting – Parish Council representative**

It was **proposed** that a member of the Parish Council should take on the role of attending, and reporting on Highways meetings.

The Council **RESOLVED** to accept the proposal, and wished to thank Jim Bownass for all the work he has done over the years in attending, and report on these meetings; Cllr Roger Smith volunteered to take on the role which was **agreed** by the Council.

#### **19. Declaration of Interest Review**

- a. To confirm that councillors have reviewed, and updated any changes to their declaration of interests as shown on the SLDC web site  
All councillors confirmed that the details are unchanged.

#### **20. Feedback from the Annual Parish Meeting**

- a. Public awareness of First Responders  
Nothing further to add

#### **21. Public access to 'right to roam' in the Parish**

It was felt that there should be no action on this matter at this time.

#### **22. Communications**

- a. Westmorland Gazette
- b. Parish News

#### **23. Date of Next Meeting**

- a. Parish Council Meeting Tuesday 03 July 2018 in Parish Rooms start 7:30pm

..... Cllr Robert Sykes (Chairman)  
( Contact details : crosthwaiteandlyth.pc@hotmail.co.uk )

Dated:- 03 July 2018

(\* ) bank signatories Parish Web Site : <http://www.crosthwaiteandlyth.co.uk/parishcouncil.html>